	<h1>Service Vehicle Control Procedure</h1>	Document No. : TWD-QP-ACS-007
		Revision Level : Ø
		Page : Page 2 of 8

1.0 OBJECTIVES

To ensure that appropriate system and control on the usage of TWD service vehicles is carried out and implemented according to its purpose. The control shall include the renewal of certificate of registration and comprehensive insurance annually.

2.0 SCOPE

This procedure covers all service vehicles owned by Tanza Water District.

3.0 DEFINITION OF TERMS

- 3.1 TWD Service Vehicle – refers to vehicles registered under the name of the Tanza Water District, acquired in compliance with the approved guidelines on procurement.
- 3.2 Trip Ticket – form used to seek authority to use a service vehicle in an official business.
- 3.3 Service Vehicle Use Report – report accomplished by authorized drivers of a particular vehicle to record mileage, refueling, areas visited and purpose of visit.
- 3.4 Gas Slip – slip used to request refueling of indicated service vehicle.
- 3.5 AGSD – Administrative and General Services Division.
- 3.6 ACMD – Accounting and Cash Management Division.
- 3.7 LTO – Land and Transportation Office.

4.0 REFERENCE DOCUMENT

- 4.1 Infrastructure and Equipment Preventive Maintenance and Repair Procedure

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The Division Manager of Administrative and General Services Division shall be responsible for the approval of vehicle assignment & schedule.
- 5.2 The Administrative and General Services Division shall be responsible for the following:
 - 5.2.1 Issuance of Gas Slip (gas, diesel, oil)
 - 5.2.2 Renewal of Certificate of Registration, Comprehensive Insurance and other related documents.
 - 5.2.3 Assignment of drivers for each service vehicle.
 - 5.2.4 Disposal of service vehicle upon reaching its road unworthiness/depreciated value.
 - 5.2.5 Filing of approved trip tickets.
 - 5.2.6 Monitoring of gas slips issued.

<div>Tanza Water District</div> <div>Registration Mark:</div> <div>OCT 27 2016</div> <div>MASTER COPY</div>	<div>Tanza Water District</div> <div>Distribution Mark:</div> <div>NOV 02 2016</div> <div>CONTROLLED COPY</div>	<div>This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for your updated copy.</div>
---	---	---

5.2.7 Reconciliation of gas slips and statement of account (SOA) issued by the gasoline station to check the total fuels consumed for the month and ensure that Service Vehicle Use Report are complete for every vehicle, before forwarding to the Accounting and Cash Management Division (ACMD).

6.0 PROCEDURE DETAILS

6.1 Request for a Service Vehicle

Process Flow	In-charge	Process Description	Records
Start			
Request for Service Vehicle	Authorized Driver	Shall fill-up the Trip Ticket form in duplicate indicating the date & time of use, duration, type of vehicle, destination and purpose.	Trip Ticket form
Approval of Trip Ticket	Division Manager of AGSD	Shall receive the Trip Ticket Form and sign for approval as to necessity of use. <i>Note:</i> A copy shall be issued to the authorized driver and the other copy shall be filed.	Approved Trip Ticket form
Receipt of Approved Trip Ticket	Authorized Driver	Shall receive the approved Trip Ticket and proceed to the AGSD personnel assigned in service vehicles.	Approved Trip Ticket form
Issuance of Key	AGSD personnel	Shall turn-over the key of the particular vehicle as approved.	
Checking of Vehicle	Authorized Driver	Shall check the vehicle before using (gas, tires, brakes, dents or scratches etc.).	
A			

<div>A</div>			
<div>Report Vehicle Trouble / Request Gas Slip</div>	Authorized Driver	Shall report any trouble or malfunction of vehicle to AGSD personnel. <i>Note:</i> Refer to Infrastructure and Equipment Preventive Maintenance and Repair Procedure. If fuel level is below half of the fuel tank, request for gas slip to AGSD personnel. (see Item 6.2 for the process of requesting for a gas slip)	
<div>End</div>			

6.2 Request for Gas Slip

Process Flow	In-charge	Process Description	Records
<div>Start</div>			
<div>Gas Slip Request</div>	Authorized Driver	Shall request for gas slip if fuel level of the assigned vehicle is below half of the fuel tank.	Gas Slip
<div>Gas Slip Issuance</div>	AGSD personnel	Shall issue Gas Slip after logging in the Gas Slip Monitoring Logbook and making sure that Service Vehicle Use Report for the particular vehicle is submitted by the authorized driver.	Gas Slip
<div>Forward Gas Slip</div>	Authorized Driver	Shall forward the Gas Slip to Division Managers of ACMD and AGSD for approval.	Gas Slip
<div>A</div>			

<div style="text-align: center;">A</div>			
Approval of Gas Slip	Division Managers of ACMD and AGSD	Shall sign and approve the Gas Slip.	Gas Slip
Actual Refueling	Authorized Driver	Shall present the approved Gas Slip to the gasoline station and have the particular vehicle refueled. Shall secure the duplicate copy of the validated Gas Slip together with the Sales Invoice issued by the teller of the gasoline station and forward them to the AGSD personnel.	Validated Gas Slip
Recording and Filing	AGSD personnel	Shall receive the validated Gas Slip and the Sales Invoice, log in the Gas Slip Monitoring logbook before filing.	Validated Gas Slip
End			

6.3 Renewal of Comprehensive Insurance and LTO Certificate of Registration

Process Flow	In-charge	Process Description	Records
Start			
Application of Insurance	AGSD personnel	Shall submit application for renewal of comprehensive insurance to GSIS – transmittal, photocopy of previous insurance policy, OR CR of the vehicle, OR of previous payment of policy.	
A			



Service Vehicle Control Procedure

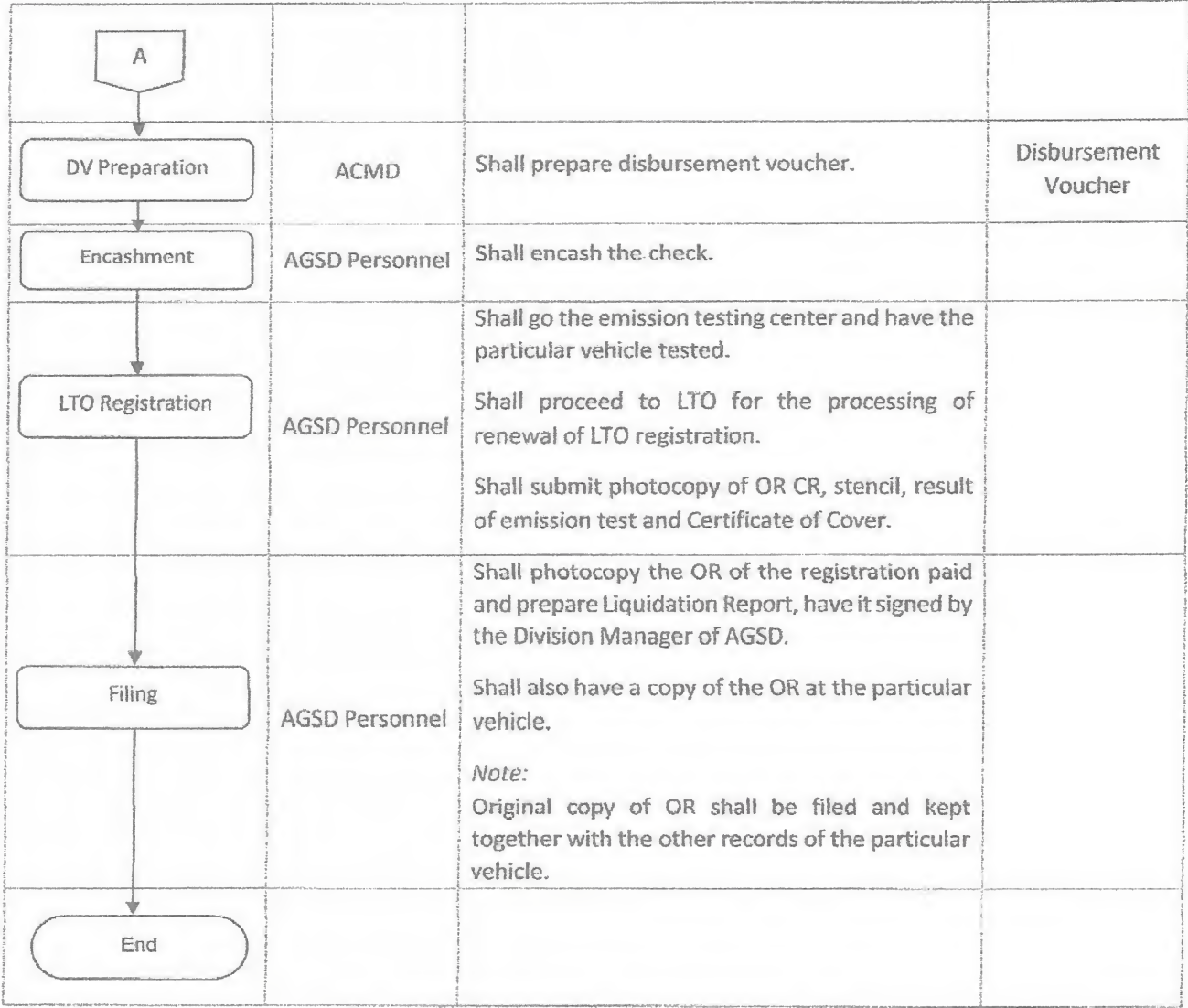
Document No.	:	TWD-QP-AGS-007
Revision Level	:	Ø
Page	:	Page 6 of 8

<div>A</div>			
Issuance of Billing	GSIS personnel	Shall process the request for renewal and issue billing.	
Issuance of Billing	AGSD personnel	Shall forward the billing for vehicle insurance policy to ACMD.	
Payment Processing	ACMD personnel	Shall process check payment.	Check
Claim Voucher	AGSD personnel	Shall get the disbursement voucher (DV) together with the check to ACMD once available.	
Payment Securing copy of policy and COC	AGSD personnel	Shall proceed to GSIS Underwriting Section, hand-over the voucher, wait for the Order of Payment then proceed to the Cashier for payment. Shall present OR to the GSIS personnel, wait for the policy details to be uploaded to the LTO system and get the Certificate of Cover (COC) and insurance policy.	Certificate of Cover
Forward to ACMD	AGSD personnel	Shall photocopy OR and return back the vouchers to ACMD.	
Request for Cash Advance	AGSD personnel	Shall fill-out Request for Cash Advance, have it signed by the Division Manager of AGSD then forward to the Office of the General Manager for approval.	Request for Cash Advance
Approval	General Manager	Shall check and approve the Request for Cash Advance.	
<div>A</div>			

Registration Mark
Tanza Water District
OCT 27 2016
MASTER COPY

Distribution Mark
Tanza Water District
NOV 02 2016
CONTROLLED COPY

This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for your updated copy.



6.4 Reports

Reports	Frequency	Responsible
Service Vehicle Use Report	Daily	Authorized Driver

<div style="border: 1px solid black; padding: 5px;"> <div style="text-align: center;">Tanza Water District</div> <div style="text-align: center;">OCT 27 2016</div> <div style="text-align: center;">MASTER COPY</div> </div>	<div style="border: 1px solid red; padding: 5px;"> <div style="text-align: center;">Tanza Water District</div> <div style="text-align: center;">NOV 02 2016</div> <div style="text-align: center;">CONTROLLED COPY</div> </div>	<p><i>This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for your updated copy.</i></p>
---	---	--

7.0 PERFORMANCE INDICATORS

7.1 Division Manager of Administrative and General Services Division shall ensure that all service vehicles are properly monitored and renewal of comprehensive insurance and LTO registration are done on time to avoid penalty.

8.0 ATTACHMENTS AND FORMS

- 8.1 Form 1 - Trip Ticket Form
- 8.2 Form 2 - Gas Slip
- 8.3 Form 3 - Service Vehicle Use Report



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

TRIP TICKET

Date: _____

Name of Authorized Passenger: _____

Assigned Driver: _____

Date of Use: _____

Place to be Visited: _____

Purpose: _____

Vehicle to be Used: Tanza Water District	Plate No.: _____
Departure Time: OCT 27 2016 MASTER COPY	Estimated Time of Return: NOV 02 2016 CONTROLLED COPY

Approved by: _____

KAREN P. MAESTRADO
DMB - AGSD



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

TRIP TICKET

Date: _____

Name of Authorized Passenger: _____

Assigned Driver: _____

Date of Use: _____

Place to be Visited: _____

Purpose: _____

Vehicle to be Used: _____	Plate No.: _____
Departure Time: _____	Estimated Time of Return: _____

Approved by: _____

KAREN P. MAESTRADO
DMB - AGSD

AGS-013-00



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite
Tel. No.: (046) 434-9497

Date: _____

The MANAGER

Request for supply/withdrawal of Items/services specified hereunder:

Quantity: _____
Description: _____
Others: _____

Control No.: _____
Plate No.: _____
Driver: _____

Reminder: Gas slip is valid only on the date of issue. Erasures invalidate this slip.

Approved for issue:

MELANIE P. BOBADILLA
DMB - ACMD

Noted by:

KAREN P. MAESTRADO
DMB - AGSD

AGS-013-00



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite
Tel. No.: (046) 434-9497

Date: _____

The MANAGER

Request for supply/withdrawal of Items/services specified hereunder:

Quantity: _____
Description: _____
Others: _____

Control No.: _____
Plate No.: _____
Driver: _____

Reminder: Gas slip is valid only on the date of issue. Erasures invalidate this slip.

Approved for issue:

MELANIE P. BOBADILLA
DMB - ACMD

Noted by:

KAREN P. MAESTRADO
DMB - AGSD

AGS-013-00



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite
Tel. No.: (046) 434-9497

Date: _____

The MANAGER

Request for supply/withdrawal of Items/services specified hereunder:

Quantity: _____
Description: _____
Others: _____

Control No.: _____
Plate No.: _____
Driver: _____

Reminder: Gas slip is valid only on the date of issue. Erasures invalidate this slip.

Approved for issue:

MELANIE P. BOBADILLA
DMB - ACMD

Noted by:

KAREN P. MAESTRADO
DMB - AGSD

AGS-013-00



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite
Tel. No.: (046) 434-9497

Date: _____

The MANAGER

Request for supply/withdrawal of Items/services specified hereunder:

Quantity: _____
Description: _____
Others: _____

Control No.: _____
Plate No.: _____
Driver: _____

Reminder: Gas slip is valid only on the date of issue. Erasures invalidate this slip.

Approved for issue:

MELANIE P. BOBADILLA
DMB - ACMD

Noted by:

KAREN P. MAESTRADO
DMB - AGSD



REPUBLIC OF THE PHILIPPINES
TANZA WATER DISTRICT
Tanza, Cavite

SERVICE VEHICLE USE REPORT

GOVERNMENT VEHICLE USED: _____ PLATE NO.: _____ MAKE: _____

[illegible]

REPUBLIC OF THE PHILIPPINES
TANZA WATER DISTRICT
Tanza, Cavite

SERVICE VEHICLE USE REPORT

GOVERNMENT VEHICLE USED: _____ PLATE NO.: _____ MAKE: _____

[illegible]